

CG BATTALION COMMANDER AND RECRUIT COMPANY COMMANDER (CC)

This program requires the submission of a package and E-resume at the time of application.

Job Descriptions

In terms of pure leadership, there is no job in the Coast Guard more challenging and satisfying for enlisted personnel!

Battalion Commander (Position opens AY10). Selection for duty as the Battalion Commander at Training Center Cape May is one of the most demanding yet rewarding leadership roles a senior enlisted member will serve. As the senior Company Commander, the Battalion Commander is responsible for the day-to-day operations of the recruit training battalion and ensuring proper conduction of military indoctrination training.

Duties include:

- Supervising and overseeing the training needs for the entire Company Commander corps;
- Provides recommendations and counsel to the chain of command on recruit training issues;
- Counseling and inspecting recruits and recruit companies;
- Participating in various recruit ceremonies such as graduations, pickup ceremonies, and Sunset parades; and
- Traveling to speak at various gatherings such as recruiter and Gold Badge conferences.

As the senior enlisted member in the recruit training battalion, the Battalion Commander has the opportunity to influence literally thousands of new Coast Guard men and women each year through their example in leadership, military bearing, and dedication to the Core Values. An applicant must be able to perform with a high degree of administrative ability, military bearing, interpersonal skills and dedication to the Coast Guard, and must function well in a high-tempo environment.

Company Commander (25 vacancies in AY09). The 65 Company Commanders (CCs) at Training Center Cape May are diverse and represent a wide selection of ratings, missions, and personnel within the Coast Guard organization. A prospective CC must be ready for a significant challenge that will require a high degree of dedication to the job and personal sacrifice in terms of physical, emotional and mental effort. With this sacrifice comes the satisfaction of seeing the life-changing process that takes place week after week, whereby young men and women transition from civilian into military Coast Guardsmen.

Company Commanders are the direct trainers and supervisors through the entire 8-weeks of basic training of anywhere from 60 to 80 recruits per company. A typical day for a CC will begin well before reveille for the recruits, with the preparation of uniforms and a thorough review of the day's events. The mornings are spent squaring away squad bays and quarterdecks, teaching and reviewing Close Order Drill (COD) and Manual of Arms (MOA), and handling other administrative matters before the company departs for the day. During the training day, companies participate in a wide variety of evolutions, including physical fitness, classroom

lectures, practical training, and basic military fundamentals like inspections and military drill. One of a CC's primary roles is as an instructor. They teach many classes, conduct various physical fitness classes, and work extensively at developing the company's overall military bearing and appearance through military skills taught over the course of recruit training. If CCs are not otherwise engaged with their company, they are conducting squad bay inspections and reviewing or making thorough documentation of individual recruit performance and behavior. In the evenings, CCs spend a great deal of time running drills that aid in the development of teamwork, pride, and motivation by reinforcing the recruit training objectives of self-discipline, military bearing, esprit de corps, and the Core Values. Strict direction is provided and recruits are coached through these evolutions. Company and individual performance is monitored and feedback is provided to the company and, if needed, through one-on-one counseling.

Personnel selected for duty as a Company Commander must first complete Company Commander School conducted under TAD orders to Training Center Cape May in either the spring or fall of the transfer year. Upon reporting PCS to Cape May, new CCs go through an extensive qualification process. This includes successfully passing an oral CC qualification board, running 3 recruit companies, and completing an instructor and CC PQS package. This process takes approximately six months. For those in pay grade E-6 and above, they can pursue additional qualification for certification as a Lead Company Commander. Collateral duty assignments are used to give CCs a break from running recruit companies and provide additional opportunities to excel. Those CCs who are recognized as top performers are often chosen to represent the Training Center at various functions such as military funerals at Arlington National Cemetery, Presidential Inauguration events, judging JROTC competitions, and serving on the CC cadre at the CG Academy to train 1/C Cadets in military drill and discipline fundamentals. Duty as a Company Commander is truly a unique and rewarding experience that provides tremendous avenues for growth in leadership skills, administrative abilities, and overall military experience.

Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2009 to apply.
- You MUST meet the Special Assignments criteria outlined in the PERSMAN, Arts. 4.E.2.A and 4.E.8 and all released message traffic.
- This position requires three (03) years obligated service. No waivers.
- You must be an E-4 (above cut for E-5), E-5, E-6, or E-7 (not above cut for E-8).

Timeline

This is a year-round solicitation for active duty and reserve personnel, however active duty applicants must submit a packages between 1 March – 1 September each calendar year. Active Duty applicants who submit outside the Special Assignment Season (after 1 September) may be considered for duty, however at that time the rated assignment takes a priority.

Reservists wanting to become CCs must coordinate the use of ODT through their local ISC for the TAD orders to IDC/CC School prior to execution of EAD orders.

Competition and Interview Process

Applicants submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager at Cape May. Cape May will schedule a telephonic interview with the applicant. TDY orders are not being issued at this time

for interview purposes. The Program Manager works very closely with EPM-2 to ensure the highest quality of personnel are selected for these demanding and trustworthy positions. The Special Assignments officer will contact applicants via email or phone on their selection and assignment. Orders are issued upon selection.

AY09 Applicant Packages - Assemble as follow top to bottom:

- CO Endorsement – **See Note 1 for guidance.**
- Member's Memo – **See Note 2 for guidance.**
- Printed From Direct Access, Employee Review Summary
- Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using New Office Document > Other Document > Professional Resume.
- Photos: 2 4x6 full length photos Tropical Blue Long (**Note 3**); Uncovered; One side, One front View.

Note 1: Command (OinC, CO, or the delegated officer at large commands) Endorsement: (Use second page endorsement correspondence format) Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement the member meets the minimum qualifications in PERSMAN Arts. 4.E.2 and 4.E.8;
- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament, particularly during elevated or stressful situations; and their ability to take charge in a group setting.
- Communication Skills. Overall speaking ability; tact and diplomacy, confidence, and general interaction with speaking to large and small groups. Certification the member does not have a pronounced accent or speech defect.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.

Note 2: Coast Guard Memorandum not to exceed one page. (This is a basic three or four paragraph CG Memo. Use each bullet below as the topic for a paragraph.)

The "TO" line should read: CGPC-epm-2.

Your "THRU" line is your OinC or CO.

- First Paragraph (can be expanded to two paragraphs): Specifically addresses why you are interested in being a Recruit Company Commander.
- Second Paragraph: Outline your current physical fitness regimen/routine.
- Third Paragraph: Please state your marital status and number of dependents.

Note 3: Personnel assigned to PATFORSWA pictures can be taken in Desert BDUs.

The preferred method of package receipt is PDF electronic files. Files must contain signatures. If an e-copy a package is transmitted a hard copy is not necessary. E-mail to PERS3 Deborah.M.Turner(at)uscg.mil. No faxing. If mailing package shall be sent to: CGPC (CGPC-epm-2)

Attn: Special Assignments
4200 Wilson Blvd.
Suite 1100, Room 900
Arlington, VA 22203-1804
(202) 493-1291

E-Resumes

Please submit your E-resume on the date of package submission. For the E-resumes please select the rank equivalent position that you will be upon reporting: E-5 – 00012139; E-6-00012178; and E-7-00019348. ***Command Endorsement to the E-resume should read:*** “Highly recommended for CC duty.” Member meets the minimum requirements as outlined PERSMAN Arts. 4.E.2.A and 4.E. 8. Package under separate cover.”

Pay and Allowances and Benefits

Battalion Commanders and Company Commanders receive SDAP and a Supplemental Uniform Allowance. A priority 3 reassignment code is earned upon successful completion of a tour.

Training

See position description above. Instructional Design Course (IDC) and Company Commander (CC) schools are combined for a total of six weeks of training. This is a back-to-back course with no break. Two convening classes are offered yearly traditionally in the months of March and August. Training modules include Instructor Development, leadership, motivation, coaching, standard operating policy for recruit training, close order drill, fitness, including swimming. Upon successful completion of the course, orders may be executed. Reporting dates are within 60 days of training completion.

If you fail to complete the course you will be reassigned based on the needs of the Service.